

Chancellery (Research)
Chancellery

Pro Vice-Chancellor Research Capability

POSITION NO	0021071
CLASSIFICATION	Executive
SALARY	Executive
SUPERANNUATION	Employer contribution of 17%
EMPLOYMENT TYPE	Part-time (0.5 FTE) fixed term position available for three years by secondment
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
CURRENT OCCUPANT	NA
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Professor Jim McCluskey Email jamesm1@unimelb.edu.au <i>Please do not send your application to this contact</i>

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Position Summary

The Pro Vice-Chancellor (Research Capability) (PVC RC) supports the Deputy Vice-Chancellor (Research) in the achievement of the University's research strategic objectives. The PVC RC is responsible for supporting and encouraging research capability development across the University by working closely with Academic Divisions, Chancellery and University.

The PVC RC provides leadership and academic oversight to the development and maturation of University-wide strategies, targets, policies and initiatives that are intended to enhance the quality and impact of the University's research endeavours. As such, the PVC RC has a high level understanding of the national and global research contexts and intimate knowledge of the research cultures and capacities of the University.

The PVC RC is responsible for development and maintenance of networks within the appropriate arms of government, with partner and non-partner universities and research institutions as well as with key funders and policy makers in Australia. The incumbent assists in the preparation of strategic documents and other briefing material for these external stakeholders and their representatives as required

The PVC RC is a primary liaison point on research matters with Academic Divisions, chairing the Committee of Associate Deans Research (CADR), which is a significant point of connection and communication between the DVCR and Chancellery Research, Research Innovation & Commercialisation (RIC), and Academic Divisions

The role also has significant responsibilities in overseeing internal grant schemes, research performance, research ethics and integrity, and research policy. It also plays a key role in ensuring there are appropriate settings to encourage quality submissions to major national grant schemes.

The PVC RC is a Professor of the University of Melbourne with strong ambassadorial and networking skills and a record of successful leadership and management. They work as a member of the Chancellery Research leadership team and contribute to the implementation of the Growing Esteem agenda.

As a key advisor to the DVCR the PVC RC has demonstrated capacity to work constructively with portfolios and divisions across the University to enable the creation, cultivation and communication of research excellence. Given the seniority and scope of the role, the PVC RC must also have the appropriate standing to be able to represent the University at a high level in a wide array of contexts.

1. Selection Criteria

1.1 ESSENTIAL

- ▶ Professor of the University of Melbourne with an exemplary track record in research.
- ▶ Prior experience in a leadership role within the University.
- ▶ Strong knowledge of the research landscape in Australia and globally, including knowledge of the University's research agenda.
- ▶ Strong knowledge of research performance metrics and their appropriateness to individual disciplines.
- ▶ Demonstrable track record of successful cooperative and collaborative working internally and externally to the University.

- ▶ An understanding of contemporary higher education issues and the implications of these for the management of universities.
- ▶ The ability to represent the University's interests effectively in dealing with external stakeholders at all levels.
- ▶ Demonstrated ability to make logical, well-balanced and reasoned decisions, balancing conflicting areas of strength.
- ▶ Highly regarded interpersonal, communication and advocacy skills.

1.2 DESIRABLE

- ▶ From a Humanities, Arts, Creative Arts, or Social Sciences discipline.

2. *Special Requirements*

- ▶ Out of hours work as required.
- ▶ Interstate and overseas travel on University business as required.
- ▶ Ability to undertake senior roles in an acting capacity as required.

3. *Key Responsibilities*

- ▶ Chair the Committee of Associate Deans Research (CADR) to ensure effective communication with Academic Divisions, and work collaboratively with the Associate Deans to advance the University's research agenda.
- ▶ Oversee the major grant rounds (ARC and NHMRC) and play a key role in facilitating submissions to flagship research schemes (for example, Laureate Fellowships, Centres of Excellence).
- ▶ Establish strong collaborative relationships with the Research Innovation and Commercialisation portfolio, and other parts of University Services, on the delivery of the University's research agenda.
- ▶ Oversight of the annual implementation of the suite of internal research grants and prizes, including review and update of schemes in line with changing needs
- ▶ Oversee the University's approach to ethics and integrity in research including in individual cases where required, and Chair the Research Ethics and Integrity Strategy Committee (REISC).
- ▶ Oversight of the creation of the University's research centres in line with University policy.
- ▶ Oversight of the University's suite of internal research policies and procedures.
- ▶ Coordinate the development and submission of University responses to Government and other external bodies' research policies and discussion papers.
- ▶ Lead selected initiatives to support the work of the Deputy Vice-Chancellor Research.
- ▶ Active participation and leadership in a range of University and external committees and working groups.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6.

4. Job Complexity, Skills, Knowledge

4.1 LEVEL OF SUPERVISION / INDEPENDENCE

Limited level of supervision expected for this role, with broad direction provided by the DVCR. Incumbent required to exercise a high level of autonomy whilst also working collaboratively as part of the Chancellery (Research) team.

4.2 PROBLEM SOLVING AND JUDGEMENT

Extensive level of problem solving and decision making required in the role. Sound judgement and discretion must be exercised regularly.

4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

Significant knowledge (Breadth and Depth) of the University operating model, policies, processes and governance is required, particularly in relation to research. The incumbent is expected to maintain a high level of awareness of government funding and research policy matters (including relevant legislation).

4.4 RESOURCE MANAGEMENT

The incumbent has the delegations appropriate a Pro Vice-Chancellor role. The incumbent has oversight of a range of strategic research internal grants.

4.5 BREADTH OF THE POSITION

Whole of university. The position requires extensive interaction with staff and stakeholders from all levels and areas of the University. The incumbent will work with a broad range of issues relevant to the research portfolio, including with key external stakeholders (e.g. Funding agencies, Government Departments).

5. Other Information

5.1 ORGANISATION UNIT

The Chancellery (Research) portfolio is led by the Deputy Vice-Chancellor (Research) and works across a number of different areas including:

- ▶ Research and research training strategy.
- ▶ Research partnerships and collaborations, including industry, government, research organisations and institutes – both domestically and internationally.
- ▶ Research infrastructure, including cross-Faculty, whole-of-University and interdisciplinary research initiatives, including implementation of key R@M initiatives.
- ▶ Research performance and impact, including research metrics, research rankings and government-sponsored exercises like Excellence in Research for Australia (ERA).
- ▶ Research systems strategy (how our enterprise systems support the business of research).
- ▶ Research ethics and integrity, including consideration of research misconduct.

- ▶ Enterprise, industry engagement and innovation.
- ▶ Research capability – including researcher development and graduate research.

5.2 BUDGET DIVISION

Led by the Vice-Chancellor, the Chancellery is sharply focused on strategy and policy at the university level, setting and monitoring expectations for the University and its divisions, overseeing performance rather than managing programs and functions, managing the interface with university Council and Academic Board and representing the University in the wider policy and public arena. Chancellery comprises the following portfolios: Academic, Administration and Finance, Chancellery Operations, Engagement, Policy and Projects, Research, and Advancement.

5.3 THE UNIVERSITY OF MELBOURNE

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. With outstanding performance in international rankings, Melbourne is at the forefront of higher education in the Asia-Pacific region and the world. The University of Melbourne is consistently ranked among the world's top universities. Further information about our reputation and global ranking is available at <http://futurestudents.unimelb.edu.au/explore/why-choose-melbourne/reputation-rankings>.

Established in 1853, shortly after the founding of Melbourne, the University is located just a few minutes from the centre of this global city. The main Parkville campus is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide range of knowledge-based industries.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded. Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

5.4 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

- ▶ Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>
- ▶ The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.
- ▶ The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant

advancement in the excellence and impact of its research outputs.

<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.

Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.

Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

5.5 EQUITY AND DIVERSITY

Another key priority for the University is access and equity. The University of Melbourne is strongly committed to an admissions policy that takes the best students, regardless of financial and other disadvantage. An Access, Equity and Diversity Policy Statement, included in the University Plan, reflects this priority.

The University is committed to equal opportunity in education, employment and welfare for staff and students. Students are selected on merit and staff are selected and promoted on merit.

5.6 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/unisec/governance.html>.

6. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.